
This checklist is designed to help you prepare bid/proposals funded by the State Allocation Board.

- ☐ Advertise your invitation to bid or request for proposal. School district advertisements should include:
- specific information about the project including location of work and type of trade(s) you are seeking;
 - that you are seeking DVBE bids/proposals;
 - date the bid/proposal is due; and
 - Name, address and telephone number of a contact person.

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- ☐ You may include the items listed below in your appropriate* invitations to bid and requests for proposals:
- SAB DVBE Policy
 - Information Sources and Advertising Sources
 - Appeal Process
 - Role of Construction Management
 - Substitutions, DVBE Certification, Contract Audits
 - Bidder's Most Frequently Asked Questions
 - Prime Bidder Certification
 - Good Faith Effort Worksheet

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- ☐ Give a pre-bidder workshop to provide information to assist potential bidders in compliance with DVBE requirements.
- ☐ Review each bid/proposal for responsiveness to the DVBE requirements after the bid/proposal opening.
- ☐ Submit the completed *Form SAB 515, School District Summary of Bids/Proposals* to OPSC.
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Excerpts From the California Code of Regulations, Title 2, Chapter 3, Department of General Services**Section 1865.14. - Requirements of Awarding Department Agent**

(a) In addition to other requirements of law, each awarding department agent shall do all the following prior to an award of any contract defined in these regulations:

(1) Ensure that the invitation to bid is submitted to potential DVBE by utilizing:

(A) Local, State and Federal lists of responsible DVBE.

(B) Regional trade papers and publications devoted to DVBE contracting.

(2) For proposed contracts of \$50,000 or more:

(A) Submit a bid summary of all bid(s) received for the proposed contract to the Office of Public School Construction (OPSC).

(B) Submit copies of the applicable certifications required in Section 1865.16 of this Article for the lowest bidders up to and including the lowest responsible and responsive bidder.

(C) For purposes of this Article, obtain a written authorization from the OPSC to proceed.

(3) For proposed contracts under \$50,000:

(A) Ensure that the contract meets the provisions of Section 1865.18 of this Article.

(B) Submit the amount of the award and dollar value associated with DVBE to the OPSC.

Note: Authority cited: Section 17705, Education Code and Section 15503, Government Code. Reference: Sections 10115 - 10115.2, Public Contract Code.

History

1. New section filed 4-18-91; operative 4-18-91 (Register 91, No. 20).